



RILEY MASON

SECRETARY

I'm Riley Mason. In the Selçuklu district of Konya on 10 October 1993 I was born. I studied primary and secondary education here. High School Konya Anatolia I studied in his high school. Work for family reasons after finishing high school I started looking. Later, secretary in many private companies I started doing it. My computer use is good. Office Programs I have a lot of information about. I was trained in diction. I know about office machines.

Skills

Microsoft excel	
Computer Programming	
Microsoft office	
Microsoft word	

Languages

English	
Italian	
Russian	

Contact

☎ 05123456789
✉ example@gmail.com
🏠 Selçuklu/Konya

Social

in @example
🌐 example.com
📅 10/10/1993

Education

Konya Anatolian High School
2008 - 2011

Work experiences

Altundal Company (Secretary)
2013 - 2015

Karabuk Company (Secretary)
2016 - 2018

Fazilet Shoes (Secretary)
2018 - 2020

References

Altundal Company (05123456789)
KAHRAMAN BALHÖYÜK

Karabuk Company (05123456789)
CAN YAMANCI

Fazilet Shoes (05123456789)
HAYATİ KOCA

Certificates and Courses

Diction Training
2015 - 2016

Hobbies

Horseback Riding
Driving a Race Car
Using an engine
Camping